



Request for Sealed Quotations for Goods

PROCUREMENT OF PRINTING SERVICES

Procurement Reference No: [G/RFQ/LLPBN-05/2024]

Agricultural Boards Building, 30 David Hosea Meroro Road | PO Box 38 Windhoek Namibia



Phone:
+264 61 275 830



Email:
info@nammic.com.na



Website:
www.nammic.com.na



Facebook:
Livestock and Livestock
Products Board

Letter of Invitation

G/RFQ/LLPBN-05/2024

05/04/2024

Dear All

Request for Quotations for the Procurement of Printing Services

The *Livestock and Livestock Products Board* hereby invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in this document.

Queries, should any arise, should be addressed to *Keodumetse Thataone, Head Procurement Management Unit, compliance@nammic.com.na, 061-275876.*

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Keodumetse Thataone

Head Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Livestock and Livestock Products Board* reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for *Bid Securing Declaration*
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **60 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- a) Have a valid certified company Registration (copies that were certified before and re-copied and recertified will be rejected);
- b) Two valid references from companies that the bidder has supplied and delivered Printing to(references should not be older than two years)
- c) Samples or examples of similar printed items as per specifications must be provided
- d) Have an original valid good Standing Tax Certificate or certified copy (copies that were certified before and re-copied and recertified will be rejected);
- e) Have an original valid good Standing Social Security Certificate or certified copy (copies that were certified before and re-copied and recertified will be rejected);
- f) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- g) Submit signed Bid-securing Declaration.

h) A hard copy of the bidding document and should be initialled on each page

An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process

6. Delivery

Delivery shall be for a period of 1 year and will deliver the printing services for various documents, booklets, promotional items as stipulated in the contract or after issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1 The following tests and inspections will be conducted on the goods at delivery:

- *Printing of the items should be as per specifications on purchase order*
- *Depending on quantity, printed items must be delivered within ten(10) working days from receipt of purchase order.*
- *Items on the delivery note/invoice must correspond with specifications given*
- *Approval of items to be printed together with the sample must be send via email before bulk printing commences.*

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Livestock and Livestock Products Board of Namibia with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited at the *Livestock and Livestock Products Board*, 38 David Hosea Meroro Rd Windhoek, Operations Department in the foyer in a box marked "TENDER BOX "in a sealed envelope not later than **30 April 2024 at 12pm as per the Clock on the wall**. Quotations should be hand delivered and reach the *Livestock and Livestock Products Board*, 38 David Hosea Meroro Rd Windhoek by the same date and time at latest. Late quotations will be rejected.

NB!!Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the LLPBN immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders the amount quoted, the presence or absence of all documentation required in Section 4 of this document, will be posted on the website of the LLPBN (www.nammic.com.na) and on the e-procurement portal and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The LLPBN shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to LLPBN requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

Not Applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The LLPBN shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (10) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (4) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:*[Day/month/year]*.....

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]*

****delete if not applicable / appropriate***

/

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement of Printing Services

Procurement Ref No: G/RFQ/LLPBN-05/2024

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns E - I and fill the total</u>				
				E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)				
				<ul style="list-style-type: none"> • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page 				
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth)	Country of Origin
1	Brown Simplistik Envelopes with LLPBN logo	1	C4					
2	Receipt Books 50/50/50(Triplicate), slips per page, full colour print on NCR	1	297 x 160mm, 150 numbers per book					
3.	Various Brochures 1, 128g Neo Star Matt	1	A4 folded to DL (99mm x 210mm))					
4.	Various Brochures 2, 250g Neo Star Matt	1	A4 Folded to A5					
5.	Information Booklets 200g Neo Star Matt Inside = 170g Neo Star Matt	1	(A3 folded A4)					
	Please take note that due to the nature of our organization a lot of different information books and brochures have to be printed each year depending on the industry demand therefor the quantities of Goods , quantity required and Unit							

	of measures may vary. Please ensure that your company has the capacity to print the needed quantities							
NAM E:	POSITION:				TOTAL			
NAME OF BIDDER:		ADDRESS:		SIGNATURE			DATE	

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/LLPBN-05 /2024**

The scope of Service includes the Printing of various LLPBN Information booklets, receipts books, brochures etc.

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Brown Simplistik Envelopes with LLPBN logo		
2	Receipt Books 50/50/50(Triplicate), slips per page, full colour print on NCR		
3	Various Brochures 1, 128g Neo Star Matt		
4	Various Brochures 2, 250g Neo Star Matt		
5	Information Booklets 200g Neo Star Matt Inside = 170g Neo Star Matt		

*** Columns A and B to be completed by Public Entity.**

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity *www.nammic.com.na* except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/LLPBN-05/2024

The clause numbers given in the first column correspond to the relevant clause number of the GCC

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>Livestock and Livestock Products Board of Namibia</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Livestock and Livestock Products Board 38 David Hosea Meroro Rd Windhoek Namibia
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Livestock and Livestock Products Board , the address and the contact name shall be: Keodumetse Thataone, keo@nammic.com.na For the Supplier, the address and contact name shall be:

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <hr/>
Delivery and Documents GCC 13.1	Delivery of Printed Documents will be done as the need arises and a hardcopy sample of each request will have to be furnished before printing in bulk commences. The Supplier will then moving forward supply the goods according to the terms as stated in the 1(one) year contract between the Livestock and Livestock Products Board and the supplier The documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice
Price Adjustment GCC 15.1	Price will not be adjusted
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: General inspection as per the specifications
Insurance GCC 24.1	Not Applicable. Warranty Applies
Transportation GCC 25	The Goods shall be delivered: Livestock and Livestock Products Board 38 David Hosea Meroro Rd, Windhoek Namibia
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>General Inspection. Example: Correct quantity, correct physical form as requested. Whether goods are damaged or not</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Livestock and Livestock Products Board 38 David Hosea Meroro Rd, Windhoek Namibia
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract 0.05% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>21 day(s)</i> Livestock and Livestock Products Board 38 David Hosea Meroro Rd, Windhoek Namibia
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>2-5 Days</i>

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Documents as listed in Section 4 of this document		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*